



Google Meet Protocol

Earlham Primary School's preferred method for face to face contact is Google Meet. This will allow teachers and staff to make contact with pupils, share information and conduct meetings.

The purpose of Google Meet calls can include:

- regular face to face contact with as many children as possible in the class
- allowing teachers to share learning overviews with children
- checking in on children's learning and/or wellbeing

Staff may also use these opportunities to share stories, answer questions or to explain some tasks in more detail. Some content may be a pre-recorded video.

PLEASE NOTE: These sessions are for children, not adults/parents/carers. When your child is accepted into a video chat by their teacher there are certain guidelines we all must follow.

Please read through the guidance below and share it with your child.

Staff	Parents and Carers	Pupils
<ul style="list-style-type: none"> • All Google Meet sessions will be led by the teacher. • Teachers will not allow attendees to join before host. • Teachers will keep a list of attendees. • Teachers will make the link visible rather than share an invite so that pupils cannot enter the Meet until the teacher joins. • Teachers will ensure that attendees are muted as they join the meeting. • Teachers will make expectations and meeting conduct clear at the beginning of each session, including the school rules. • Teachers will ensure that backgrounds are appropriate. • Staff will wear suitable and appropriate clothing. • Staff have the right to remove a pupil from a Google Meet if their behaviour is not in line with the School's expectations. • Teachers will only hold meetings during the school day. • Teachers will check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen. • Teachers may record sessions so they can be viewed at a later date so that the content can be reviewed and updated if necessary. • Teachers will keep a log of who is engaging. • Teachers will pass on any concerns to a member of the Senior Leadership 	<ul style="list-style-type: none"> • Parents/Carers have ultimate responsibility to make sure children not only attend, but follow the correct protocols when online Google Meets are scheduled with staff. • Parents /Carers should be aware of the learning content for their child, by regularly checking the school's chosen online platform • Please help your child to set up and access the Google Meet lesson using the link posted into the distance learning google classroom and their assigned school Gmail account. • Please make sure that your child is ready 5 minutes before the start of the meeting, to ensure that they are on time and that they do not delay the meeting. • Please ensure your child is appropriately dressed for meetings. We would expect pupils to be dressed as though it was a non-uniform day. • Please ensure other family members are appropriately dressed and out of camera shot and do not contribute to the video call. • Please discuss with your child the appropriate way to behave in the meeting - in the same way as if they were in school with the member of staff. If a child is behaving inappropriately, the school may need to suspend their school google account temporarily. • Please DO NOT film the session on 	<ul style="list-style-type: none"> • You must wear suitable clothing, as should anyone else in your home. Please dress like you would for a non-uniform day – no pyjamas! • Find a suitable quiet environment to learn in your home (not in Bedrooms, bathrooms) and away from siblings, pets, televisions and telephones. • When you are online, the background should be blurred if possible. • Please stay on mute until you are invited to speak. • Only share screen content, if your teacher has agreed; do not write over documents that are shared. • Always communicate sensible, politely and appropriately with your teachers and classmates – just as you would in school. • Use the google chat function only to record answers that have been asked by the teacher. This is not to be used as a message option for your friends. • Be sensible when you are on the live google meet • During the Google Meet, do not leave your seat or distract other children in any way. This is valuable learning time for you at home. • Attend all Google Meets and let your teacher know if and why you are unable to join a session. • Use the 'raise hand' function if you need to attract the teacher's attention. • ALWAYS make sure you leave the Meet.

<p>team.</p> <ul style="list-style-type: none">• These guidelines apply to whole class, small group and one-to-one meets.	<p>another device as this would be a safeguarding and GDPR issue.</p> <ul style="list-style-type: none">• These guidelines apply to whole class, small group and one-to-one meets.	<ul style="list-style-type: none">• Always double check and close your laptop or device when it is not in use and make sure that the camera is off.• Do not record or take photos of the meet – everyone needs to feel safe online.• These guidelines apply to whole class, small group and one-to-one meets.
---	--	---